

Voter Verification Postcards, HAVA Checks/Matches & Merging Voters

MANBETH L WITZEL-BEHL
CITY OF MADISON
215 MARTIN LUTHER KING JR BLVD
MADISON WI 53705-3341
571634250 - EDIS

FIRST CLASS
US POSTAGE
PAID
MADISON WI
PERMIT NO. 1000

Return Service Requested

138
JOANNE ADAMS
5205
FLORELLA CT
MADISON WI 53705-3801

SHANE E BLASER
CITY OF WISCONSIN RAPIDS
444 W GRAND AVE
WISC RAPIDS WI 54455-2758
9204341-500 - MAIL

Return Service Requested

278
CURTIS D DOERING JR
834 AIRPORT AVE
WISC RAPIDS WI 54484-8571

ELECTION MAIL

Dear Wisconsin Voter:
The official copy registration list shows that you are registered to vote by the name and address appearing on this card. If either the name or address appearing on this card is incorrect, please contact the above office in person or by mail. Enclosure instructions.

Voter's District Information
Ward 0002
At-Large
City Seat 0002
Sen Dist 0004
Pres 0001
Findings: Please Report City Hall

**St Assem AD19
St Sen 0006
Cong 0007**

HAVA
checks
&
matches

**Voter List
Maintenance**

SVRS Training Webinar Series
Voter List Maintenance:
Voter Verification Postcards, HAVA Checks/Matches & Merging Voters
December 4, 2013, 10:00 a.m. – 11:30 a.m.

This List Maintenance Webinar will provide background and SVRS procedural steps on the following:

- Voter Verification Postcards
- HAVA Checks
- HAVA Matches
- Voters no longer Active in your municipality: voter records which have been matched, merged or cancelled from your municipality.

The Statewide Voter Registration System (SVRS) represents Wisconsin's compliance with the federal Help America Vote Act of 2002 (HAVA) to have a single, uniform, official, centralized, interactive computer statewide voter registration list. SVRS contains the name and registration information of every registered voter in the state. It also contains historical information, such as the cancelled voter registrations of deceased voters.

SVRS is required to link with state governmental databases, including the Department of Corrections to obtain information on felons, the Department of Health Services to obtain information on deaths, and the Department of Transportation for comparison of driver license numbers. Social security numbers in SVRS are also compared against data in the federal Social Security Administration database. The data provided by these other agencies is the informational source for HAVA Checks and HAVA Matches, both of which help maintain accurate voter data in SVRS.

In addition to these HAVA-based processes, SVRS voter data is affected by other processes mandated by state statute, such as Voter Verification Postcards. Postcards are required to be sent to certain voters depending on how they registered. These postcards help verify that the addresses provided by the voter are valid. Finally, SVRS can also assist you in maintaining your paper files of GAB-131 Forms, in showing you the voter records that have been matched, merged and cancelled from your municipality.

While SVRS is maintained and administered by the G.A.B., the accuracy and data integrity of SVRS relies on the invaluable work performed by county and municipal clerks.

Step-by-Step instructions of many of the processes discussed in this Webinar are found in the SVRS Manual [Voter](#) and [HAVA Interfaces](#) chapters.

Voter verification postcards

Who Gets a Voter Verification Postcard?

Verification Postcards are mailed to Voters who register:

- Via mail
- Via an SRD
- Via a registration drive
- On Election Day
- Via MyVote (when the form is sent via mail, submitted by an SRD or completed on Election Day)

In SVRS, applications processed with the following highlighted App Source codes receive postcards:

The screenshot shows a web form for voter registration. The 'App Source' dropdown menu is open, displaying a list of registration methods. The following items are highlighted in yellow:

- Election Day Registration
- Election Day Registration - Ballot Not Issued
- Online Election Day Registration
- Online Mail
- Registration Drive
- Special Registration Deputy

Other visible items in the dropdown include: Armed Services Recruiting, Clerks Office, Email- (Military Only), FAX- (Military Only), Federal Postcard Application, Federal Postcard Application - via email (Military Only), Federal Postcard Application - via fax (Military Only), Federal Postcard Application - via mail, Late Registration, Mail, Online Late, Online Registration - (Military Only), and Provisional EDR.

The form also includes fields for Date on App, App Source, Effic Reg Date, Language, Status-Reason (set to New), Voter Reg Num, and District Combo. There is a checkbox for 'Unable to sign Poll Book due to physical disability' and a section for 'Associated Voter'.

Why Are Postcards Sent?

State Statutes require Municipal Clerks to mail postcards to voters who register using the above methods, to verify that the addresses provided by the voters are valid.

- **Via Mail/SRD:** Statutes require Municipal Clerks to mail a verification postcard to voters who register by mail or via a special registration deputy, within 10 days of registration:

“...the clerk shall...transmit a 1st class letter or postcard to the registrant...within 10 days of receipt of the form.” Wis. Stat. § 6.32(4).

- **EDR:** Statutes require Municipal Clerks to mail voter verification postcards to all voters who register on Election Day, unless the G.A.B. notifies them that G.A.B. will fulfill that obligation for municipal clerks. These cards are sent after Election Day as Election Day registrations are entered into SVRS, and are not required to be sent within 10 days:

“...the municipal clerk...shall make an audit of all electors registering to vote at the polling place...unless the clerk...receives notice...that the board will perform the audit. The audit shall be made by 1st class postcard...” Wis. Stat. § 6.56(3).

Who Mails the Postcards?

While statutes require Municipal Clerks to mail verification postcards, G.A.B. mails voter verification postcards statewide on behalf of clerks, and has been doing so since 2006 when SVRS became operational.

- G.A.B. can mail the cards more cost-effectively than local clerks due to volume discounts and being able to directly extract all voters eligible for a postcard statewide directly from SVRS.

When are Postcards Mailed Out?

- Postcards are mailed out based upon when the voter application is entered and approved in SVRS.
- G.A.B. does a weekly data pull from SVRS for all voter applications entered into SVRS that require having a postcard mailed.
- This ensures the 10 day timeline required for voters who register by mail or by Special Registration Deputy is adhered to.
- This also allows for Election Day Registration postcards to be mailed out in a timely manner as EDR's are entered into SVRS.

What is On the Postcard?



- The postcard contains the voter's name, home address, polling place, district information, and the verification language specified in statute.
- If the voter has a mailing address in SVRS, the card will be sent to the mailing address and will show the home address on a separate line for the voter to see.
- Polling place information is based on the "Normal Polling Place" designated for the voter's ward. It is important for clerks to keep this information up to date in order to ensure accurate information on the postcard.
 - Note: The "Normal Polling Place" location is found in the Ward district details. If you need to update a Normal Polling Place location, double-click on any row to open the Ward's details and use the drop-down field to choose another polling location.

Menu					
Elections					
Election Workers					
Polling Place Locations					
Contacts					
Payment					
Districts and Office Types					
Districts					
District Combos					
Ward					
Congressional District					
State Senate District					
Assembly District					
Court of Appeals District					
Multi-Jurisdictional Judge					
County					
County Supervisory Distr					
Municipality					
Aldermanic District					

Drag a column header here to group by that column					
District Type	District Code	Description	Normal Polling Place Location	Owner	
Ward	WD01	City of Superior ...	RICHARD I BONG AIRPORT 2012	CITY OF	
Ward	WD10	City of Superior ...	ZION LUTHERAN 2012	CITY OF	
Ward	WD11	City of Superior ...	ZION LUTHERAN 2012	CITY OF	
Ward	WD12	City of Superior ...	ZION LUTHERAN 2012	CITY OF	
Ward	WD13	City of Superior ...	WITC CONF CENTER 2012	CITY OF	
Ward	WD14	City of Superior ...	WITC CONF CENTER 2012	CITY OF	
Ward	WD15	City of Superior ...	WITC CONF CENTER 2012	CITY OF	
Ward	WD16	City of Superior ...	WITC CONF CENTER 2012	CITY OF	
Ward	WD17	City of Superior ...	SALVATION ARMY 2012	CITY OF	
Ward	WD18	City of Superior ...	SALVATION ARMY 2012	CITY OF	
Ward	WD19	City of Superior ...	SALVATION ARMY 2012	CITY OF	
Ward	WD02	City of Superior ...	RICHARD I BONG AIRPORT 2012	CITY OF	
Ward	WD20	City of Superior ...	WITC CONF CENTER 2012	CITY OF	
Ward	WD21	City of Superior ...	WITC CONF CENTER 2012	CITY OF	
Ward	WD22	City of Superior ...	WITC CONF CENTER 2012	CITY OF	

What Do You Do if a Postcard is Returned as Undeliverable?

Review the address on the undeliverable postcard for any missing information or other obvious errors. Compare the voter's address as it appears on the undeliverable postcard to the voter's paper registration form and look for typographical errors.

- If there is an error, correct it in SVRS, and email the G.A.B. Help Desk at GABHelpdesk@wi.gov to have a postcard resent to the corrected address. Make sure to include the voter's registration number.
- If the address on the undeliverable postcard is complete and correct, and matches what the voter put on their form, more investigation needs to be done to determine if the voter deliberately gave an invalid address, or if some other circumstances apply, such as a post office error, or a homeless voter or other circumstance where a legitimate address is non-deliverable. G.A.B. recommends changing the voter's status to "Active – Suspended (30-day Notice)" and mailing the voter a 30-day notice letter indicating that the voter's verification postcard was returned as undeliverable, and giving the voter 30 days to confirm their registration.

- Changing the Status-Reason:

The screenshot shows a web interface for managing voter information. It includes fields for 'Voter Reg Num' (0714065880) and 'Owner' (CITY OF MADIS). Under the 'Voter Status' section, there is a 'Status-Reason' dropdown menu set to 'Active - Suspended (30 Day Notice)', a date dropdown set to '11/12/2013', and a 'Status Comment' text box. Under the 'Voter Activity' section, there is a 'Date Registered' dropdown set to '6/20/2013', a 'Last Date Chngd' dropdown set to '6/29/2013', and a 'Date Last Voted' field set to '4/2/2013'.

- The G.A.B. has a sample 30-day notice letter, which you may elect to use in your office.

<Date>

<Voter Name>

<Voter Residential Address Line 1>

<Voter Residential Address Line 2>

<Voter City, State Zip Code>

Dear <Voter Name>,

RE: 30-DAY NOTICE AFFECTING VOTER REGISTRATION

We recently sent a letter to you regarding your voter registration status; however, it was returned to our office as undeliverable. Under Sec. 6.50(3), Wisconsin Statutes, a returned letter constitutes reliable information that your address has changed from the one listed on your voter registration record.

In accordance with State law, you are hereby notified that your voter registration at the above address will become inactive unless you update your registration within 30 days.

- If you still reside at the address listed on this letter, you may continue your registration by signing the statement below and returning it to our office <optional: using the enclosed return envelope>.
- If you have changed your residence or changed your name, please contact our office to complete a new voter registration application, or visit the My Vote Wisconsin website at <http://myvote.wi.gov/> to fill out a voter registration application online. Note that online voter applications still need to be printed, signed, and returned to our office in order to complete the registration process.

If you have any questions regarding this notice, please contact our office at <insert your office phone number>, or <insert your office e-mail address>. Thank you!

Sincerely,

<Clerk's Name>

<Title (e.g., Municipal Clerk)>

<Municipality Name>

APPLICATION FOR CONTINUATION OF REGISTRATION

I hereby certify that I still reside at the address listed below and apply for continuation of my voter registration.

<Voter Name>

name>

<Voter Residential Address Line 1>

<0000000000>

<Voter Residential Address Line 2>

<Voter City, State ZIP Code>

<municipality

Voter Reg Number

Signature: _____

Date: _____

- If the voter receives the letter and responds confirming their registration, the voter remains active in SVRS and no further follow-up is required.
- If the 30-day notice letter is also returned as undeliverable, or if the voter fails to respond within 30 days, the clerk shall inactivate the voter's record in SVRS.

Voter Reg Num:	0714065880	Owner:	CITY OF MADIS
Voter Status			
Status-Reason:	Inactive - Mailing Undeliverable		11/14/2013
Status Comment:			

- NOTE: When the voter registered on Election Day, the postcard and any other materials related to the clerk's investigation should be forwarded to the District Attorney.

Please note: Note that if your municipality does not have postal mail delivery, you must enter a mailing address in SVRS for each of your voters in order for the verification postcard or other mailings to be deliverable. Please enter the mailing address in SVRS if it is missing, and email the G.A.B. Help Desk at GABHelpdesk@wi.gov to have a postcard resent to the corrected address. Make sure to include the voter's registration number.

HAVA Checks


The purpose of HAVA Checks is to improve the quality of voter data and facilitate good list maintenance. HAVA Checks are not designed nor intended to prove or affect voter eligibility.

When you perform a HAVA Check on a voter application, the results are not real-time. Instead, SVRS communicates with the WI Department of Transportation (DOT) and Social Security Administration (SSA) on a nightly basis. When clerks arrive each morning, SVRS will have run the checks. The system will also produce a report for clerks to use to audit the results of the check.

SVRS matches or performs the "HAVA Check" on the Name, Date of Birth and Driver License or Social Security Number you have entered into SVRS against the information contained in databases maintained by DOT and SSA for every Voter Application processed in SVRS. In addition, every time the information verified in the HAVA Check (Name, Date of Birth, Driver License Number or Social Security Number) is changed in a Voter Record, a HAVA Check is automatically performed again. If these pieces of information do not match in both databases, the check will result in a non-match.

Please note that voters must provide their Driver License (or WI DOT-issued ID) number on the GAB-131 Form if they have one. The HAVA Check will only be performed on the Social Security Number if a DOT-ID number is not listed.

The GAB-131 Form Instructions are written to assist the voter in providing the necessary information to facilitate a complete HAVA Check match.

 Wisconsin Voter Registration Application Instructions Each section on the front side of this document corresponds to the sections below (1-12)	
<p>These documents constitute proof of residence if they:</p> <p>Contain the voter's current and complete first and last name and residential address, and are valid on the day used to register to vote.</p>	<ul style="list-style-type: none"> • A current and valid WI Driver License / ID Card • Any other official identification card or license issued by a Wisconsin governmental body or unit • An employee ID card with a photograph, but not a business card • A real property tax bill or receipt for the current year or the year preceding the date of the election • A residential lease (<u>Does not count as proof of residence if elector submits form by mail</u>) • A picture ID from a university, college or technical college coupled with a fee receipt • A picture ID from a university, college or technical college coupled with an on-campus housing listing provided by the university, college or technical college to the municipality that denotes US Citizenship • A utility bill for the period commencing not earlier than 90 days before the day registration is made • (Homeless voters only) A letter from an organization that provides services to the homeless that identifies the voter and describes the location designated as the person's residence for voting purposes • A bank statement • A paycheck • A check or other document issued by a unit of government
1	<ul style="list-style-type: none"> • Fill in the circle (New WI Voter, Name Change, Address Change) describing why you are completing this form. • A "New WI Voter" is anyone who is not currently registered to vote in Wisconsin. You can check your voter registration status at MyVote Wisconsin website (https://myvote.wi.gov) • Indicate your county and municipality of residence (e.g. Village of Cambridge, Dane County).
2	<ul style="list-style-type: none"> • If you have been issued a WI driver license or WI DOT-issued ID that is current and valid, you must provide the number and expiration date. • If you have been issued a WI driver license that is currently revoked, suspended or expired or a WI DOT-issued ID that is expired, please provide the number and the last 4 digits of your Social Security number. • If you have not been issued a WI driver license or WI DOT-issued ID, you must provide the last 4 digits of your Social Security number. • If you have not been issued a WI driver license, a WI DOT-issued ID, or a Social Security number, indicate that fact by filling in the appropriate circle. • If you are registering to vote on Election Day and have been issued a WI driver license, but are unable or unwilling to provide the number, your vote will not be counted unless you provide the number to the election inspectors by 8:00 p.m. on Election Day or to your municipal clerk by 4:00 p.m. the Friday following Election Day.
3	<ul style="list-style-type: none"> • Provide your current and complete name including your last name, first name, middle name or initial, and suffix (Jr, Sr, etc), if any. Please verify you have provided your name as it appears on the document, the number of which you provided in Box 2, if that document is still your current and complete name. • Provide your month, day and year of birth. • Providing your phone number and/or email address is optional and is subject to open records requests. • A "military elector" is a person, or the spouse or dependent of a person who is a member of a uniformed service or merchant marine, a civilian officially attached to a uniformed service and serving outside the United States, or a Peace Corp volunteer. Military electors are not required to register as a prerequisite to voting at any election. • A "permanent overseas elector" is a US citizen, at least 18 years old, who does not qualify as a resident of this state, but who was last domiciled in this state or whose parent was last domiciled in this state immediately prior to the parent's departure from the United States, and who is not registered to vote in any other state.
4	<ul style="list-style-type: none"> • Provide your home address (legal voting residence) in Wisconsin. • Provide your full street name, including the type (St, Ave, etc) and any pre- and/or post-directional (N, S, etc.). • Provide the city name and zip that appears on mail delivered to your home address. • You may not enter a PO Box as a residential address. A rural route box without a number should not be used.
5	<ul style="list-style-type: none"> • If your mailing address is different from your home address, provide it here. A PO Box is acceptable as a mailing address. Overseas electors should provide their complete overseas address here.

How do I know which voters do not have a complete HAVA Check?

HAVA Check Results can be searched in two different ways:

- 1) In the Voter Node, under the Other tab, the “ID Check Result” field can be used to search for **No Match Found** and **Partial Matches**.

For example, this sample search will return all Non-Matches for voters registered between 11/1/2013 and 11/30/2013.

The screenshot shows the AESM (Automated Election System Manager) interface. On the left is a 'Menu' tree with options like 'Welcome to AESM', 'Voter', 'Voter Applications', 'Absentee Applications', 'Elections', 'Election Workers', 'Polling Place Locations', 'Contacts', 'Payment', and 'Districts and Office Types'. The 'Voter' node is selected. The main window has tabs for 'General', 'Districts', 'Other', and 'Elections'. The 'Other' tab is active, displaying search criteria for 'ID Check Result'. The criteria include: 'Date Registered Between' (11/1/2013 to 11/30/2013), 'Driver's License', 'Language', 'ID Check Result' (set to 'No Match Found'), 'Age Range', 'Home Phone', 'Place of Birth', 'E-mail', 'Last Changed Between', 'Changed By User', and 'UOCAVA Status'.

- 2) The HAVA Check Report. This report will also show you voters who do not have a complete match of information. Please note that this report contains an additional piece of information that may be useful: the HAVA Ck Result. This field provides the specific reason for the nonmatch. For example, Name Does Not Match or No Record of the DL Number.

The screenshot shows the 'HAVA Check Report' window. It displays a table of voters with the following columns: First Name, Middle Name, Last Name, Suffix, DOB, DL#, SSN, HAVA Ck Date, HAVA Ck Result, and Ward. The report is filtered for voters with a HAVA Check Result of 'PMAT(Name Does Not Match)' or 'NOMAT(No Record of DL Number)'. The table lists 10 voters, all of whom are from the 'City of Municipality - Ward 1'.

First Name	Middle Name	Last Name	Suffi	DOB	DL#	SSN	HAVA Ck Date	HAVA Ck Result	Ward
ASHLEY	E	Barnes		10/29/1900	H000-0000-222-07		07/25/2013	PMAT(Name Does Not Match)	City of Municipality - Ward 1
DM	KM	Barnes		10/15/1900	U00-000-0891-09	8888	07/04/2013	PMAT(Name Does Not Match)	City of Municipality - Ward 30
AMUEL	MILES	Barnes		10/16/1900	P777-7977-4146-00		06/19/2013	NOMAT(No Record of DL Number)	City of Municipality - Ward 17
JNDA	A	Barnes		10/17/1900	L120-777-9742-22		05/07/2013	NOMAT(No Record of DL Number)	City of Municipality - Ward 30
SEPTEMBER	K	Barnes		10/18/1900	S444-4444-3333-04	9999	05/07/2013	NOMAT(No Record of DL Number)	City of Municipality - Ward 3
JANEL	R	Barnes		10/19/1900	H333-4444-4444-04		05/07/2013	NOMAT(No Record of DL Number)	City of Municipality - Ward 15
CHARLES	MATTHEW	Barnes		10/20/1900	B111-1111-1111-01	6666	05/07/2013	NOMAT(No Matches Found)	City of Municipality - Ward 8
ACLYN	A	Barnes		10/21/1900	D656-4218-0588-09		05/07/2013	PMAT(Name Does Not Match)	City of Municipality - Ward 19

What are my responsibilities for non-matches?

- Always review the GAB-131 Form for any data entry errors. If you discover an error and correct it in the Voter Record, SVRS will automatically rerun the HAVA Check.
- If the HAVA Check is a non-match and there was no typo on the voter record, send the voter the WI DMV Ping Letter. When the voter contacts you, verify the name, date of birth and Driver License and/or Social Security information.

- The GAB Help Desk (608-261-2028, gabhelpdesk@wi.gov) is also a resource. The Help Desk has access to the Department of Transportation database. If you and the voter are unable to resolve the non-match, please feel free to contact the Help Desk for assistance.
- The voter should be reassured that no matter the HAVA Check results, it will not affect their right to vote.
- Once you have sent the WI DMV Ping Letter, you have met your responsibility to try and verify their information.

City of Madison

MARIBETH L WITZEL-BEHL / MUNICIPAL CLERK
210 MARTIN LUTHER KING JR BLVD
MADISON WI 53703-3340
(608) 266-4601
mwitzel-behl@cityofmadison.com



November 14, 2013

0714065880
LILA SAMPLE
212 E WASHINGTON AVE
MADISON, WI 53703-2855

Dear Lila Sample,

This letter concerns the status of your voter registration in the State of Wisconsin. Please read it all.

Some of the information provided on your voter registration application does not match the records at the Department of Transportation or Social Security Administration. Federal and State election laws require the State to compare this information.

Please contact the clerk's office immediately at the telephone number listed at the top of this letter to verify and correct your personal voter registration information.

Personal information such as your date of birth, driver license number, and the last four digits of your social security number is kept confidential and protected under state law. By providing correct information, you protect yourself from the possibility of a mismatch with other voter information within the Statewide Voter Registration System. Your cooperation assures the accuracy of the registration process for all voters in Wisconsin.

Please respond today.

Thank you for your interest in voting and elections in Wisconsin.

Sincerely,

Maribeth L Witzel-Behl
Municipal Clerk
City of Madison - 13251

HAVA Matches

HAVA Match Basics:

It is the municipal clerk's duty to decide whether to confirm or deny an SVRS suggested match to a felon or death record, or as a duplicate. Similar to HAVA Checks, the match criteria is primarily based on: name, date of birth, Driver License and Social Security Number.

There is some inevitable subjectivity to voter matching. It is best to be deliberate and thoughtful. It is often useful to have some additional corroborating evidence when confirming a match, including using the G.A.B. Help Desk as a resource. While it is important to remove voters who are no longer eligible, it is also important to note that two records can have the same name and date of birth, but still be different people. We recommend particular caution with twins, and parents and children with the same name (senior, junior, III etc.)

The Voter Match Node

The Voter Match Node is the place in SVRS where clerks go to perform three different tasks, each required by HAVA. They are: 1) Death Matches; 2) Felon Matches; and 3) Duplicate Voter Matches. SVRS users should check for matches at least once a month, and more often in the weeks before elections.

The WI Voter Match Report

Unless the Provider and Relier agree otherwise, Providers should generate and send the WI Voter Match Report, which is a paper copy of all the potential matches, to their Reliers on a regular basis. Reliers must examine these lists and note next to each potential match whether the Provider should mark the record as a Confirmed Match or Not a Match. The Provider will then make the appropriate updates in SVRS.

VILLAGE OF MUNICIPALITY					
Felon, Death, and Voter Matches					
(1=1 AND (WIVoterMatchesView.MatchStatusCode LIKE 'UNC%'))					
WIVoterMatchesView.MatchType ASC, WIVoterMatchesView.VoterLastName ASC, WIVoterMatchesView.VoterFirstName					
Match Type	Match Basis	Voter / Match Name	DOB	SSN	Address
Deaths	LNFN	SAMPLE, ANDREW S	11/9/1972		301 RABBIT CR, MUNICIPALITY WI 51111
		SAMPLE, ANDREW S	11/9/1972	1111	MUNICIPALITY (V), 51111
Deaths	LNFNDB	FRANK, CAROLE JEAN	11/5/1950	2222	A W FROG RD, MUNICIPALITY, WI 51111
		FRANK, CAROLE JEAN	11/5/1950	2222	MUNICIPALITY (V), 51111
Deaths	LNFNDB	HUBERT, BETH	11/14/1921		139 E HORSE ST UNIT 110, MUNICIPALITY, WI 53111
		HUBERT, BETH	11/14/1921	3333	MUNICIPALITY (V), 53527
Deaths	LNFNDB	BLUE, SUSAN	11/02/1962	4444	113 PUPPY LN, MUNICIPALITY WI 53111
		BLUE, SUSAN K	11/02/1962	4444	MUNICIPALITY (V), 53111
Duplicate	LNDBGD	BARNES, JOSE	11/11/1970		100 W OAK ST, MUNICIPALITY, WI 53111
		BARNES, JOSE	11/11/1970		5000 HOUND ST MC FARLAND WI 53558-8430

Self-Providers might find this report useful to pull GAB-131 Forms for voters who have been inactivated, cancelled or transferred.

How does Death Matching work?

- HAVA requires the list of registered voters be compared against death records maintained by the Department of Health Services (DHS).
- The Death matches update overnight for every new application that was entered into SVRS that day. SVRS matches against the latest file from DHS.
- We receive the new file for DHS on the 23rd each month, and it is matched that evening against all voter records in SVRS.
- By confirming the match, the voter record will automatically be cancelled.

Note: There can be a delay (up to six months) for death records to be received and processed by the state. In addition, DHS only has information on deaths which occur in Wisconsin. When you are notified of a voter's passing through a letter of testament or via an obituary posting, you should continue to Cancel deceased voter records appropriately at the time you receive the notice.

Match Details						
Source	Name	Date of Birth	Gender	Race	Soc Sec Num	
87058	DOE,JOHN E	9/28/1961				(Voter Record)
	Addr: M529 GALVIN Avenue					
	DOE,JOHN EDWARD	9/28/1961			###-##-2742	(Death Record)
	Addr:					
Additional Information						
Voter						
Voter Status:	Cancelled	Date Registered:	11/23/2004	Date Last Activity:	3/10/2008	Gov ID:
						S100-7616-1442
Death						
	Date Of Death:	12/10/2011	County Of Death:	WOOD	Residence Cnty:	WOOD
Match						
Match Status:	Confirmed Match	Match Basis:	LNFNDB	Created On:	1/24/2012	
		Match Rank:	85	Last Changed On:	4/12/2012	

How does Felon Matching work?

- HAVA requires the list of voters registered be compared against felon records maintained by the Department of Corrections (DOC). Felons under supervision are not entitled to vote in Wisconsin, so their voter records must be updated to reflect this. Each person whose record is changed for this reason must receive a letter.
- The Felon matches update overnight for every new application that was entered into SVRS that day. SVRS matches against the latest file from DOC.
- We receive the new file from DOC on the 28th of each month. This file includes all felons, whether they are incarcerated or on community supervision. It is matched that evening against all voter records in SVRS.
- By confirming the match, the voter record will automatically be inactivated.

Match Details						
Source	Name	Date of Birth	Gender	Race	Soc Sec Num	
05102	DOE, JANE K	1/9/1962				<i>(Voter Record)</i>
Addr: 623 DAUPHIN Street						
Department of C	DOE, JANE K	1/9/1962				<i>(Felon Record)</i>
Addr: BROWN COUNTY JAIL 3030 CURRY LANE						
Additional Information						
Voter						
Voter Status:	Inactive	Date Registered:	11/2/2004	Date Last Activity:		Gov ID: G624-0656-2003
Felon						
Dept Cor Ref #:	00151348	Separation Date:	1/11/2013	ID Type:		ID Number:
Match						
Match Status:	Unconfirmed Match		Match Basis:	LNFNDB	Created On:	3/29/2010
		Match Rank:	85		Last Changed On:	11/7/2013

- Voters whose records are inactivated due to a felon status must be sent the WI Felon Ineligible Letter.

City of Madison

Maribeth L Witzel-Behl / MUNICIPAL CLERK
210 MARTIN LUTHER KING JR BLVD
MADISON WI 53703-3340
(608) 266-4601
mwitzel-behl@cityofmadison.com



November 12, 2013

LILA SAMPLE
212 E WASHINGTON AVE
MADISON, WI 53703-2855

Dear Lila Sample,

This letter concerns your right to vote in the State of Wisconsin. Please read it all.

Information sent to the Statewide Voter Registration System recently from the Department of Corrections indicates that you were convicted of a felony in Wisconsin and have not yet fulfilled the requirements of your sentence. For that reason, your status has been changed to **ineligible** until you have completed the terms of your sentence including any terms of supervision, probation or parole. At this time you cannot vote in Wisconsin.

If the above information is incorrect, please contact us in the clerk's office at the address listed at the top of this letter. Our office will ask you for more information to verify and correct your personal voter registration data.

If the above information is correct, you must wait until you have completed the terms of your sentence including any terms of supervision, probation or parole before you can vote again in Wisconsin. State law does not allow residents convicted of a felony to vote, register to vote, or attempt to vote until they have finished the terms of their sentence including any terms of supervision, probation or parole.

If the above information is true, but you have completed your sentence including any terms of supervision, probation or parole, please contact the clerk's office and show us a copy of the discharge certificate which Describes the restoration of your civil rights from the Department of Corrections

Thank you for your interest in voting and elections in Wisconsin.

Sincerely,

How does Duplicate Voter Matching work?

- HAVA requires that election officials make efforts to ensure that each voter has only one record in SVRS. This is partially accomplished through the linking process performed while entering each new voter application in SVRS. Periodically, however, clerks should perform a Duplicate Voter Match search to check that they have not missed a likely match when entering a new application, and to deal with existing duplicate voter records.
- The Duplicate Voter matches happen on a nightly basis. Since this is strictly information within SVRS; it is able to search for new duplicate voters each night.
- When confirming a duplication match, the next step is always to perform a merge. The voter records are not automatically merged when you confirm the match. This extra step allows you to review both voter records to make sure you are performing a correct merge.

Match Details						
Source	Name	Date of Birth	Gender	Race	Soc Sec Num	
06020	DOE, MICHAEL W	4/5/1968				<i>(Voter Record)</i>
Addr: 527 COUNTY ROAD AA						
60271	DOE, MICHAEL	4/5/1968				<i>(Dup Record)</i>
Addr: 313 NORTH Street						
Additional Information						
Voter						
Voter Status:	Active	Date Registered:	4/1/2008	Date Last Activity:	4/7/2012	Gov ID: P650-5596-8345
Duplicate						
Voter Status:	Inactive	Date Registered:	11/9/2004	Date Last Activity:	4/18/2009	Gov ID:
Match						
Match Status:	Confirmed Match		Match Basis:	LNFNDB	Created On:	12/20/2009
		Match Rank:	80		Last Changed On:	8/11/2012

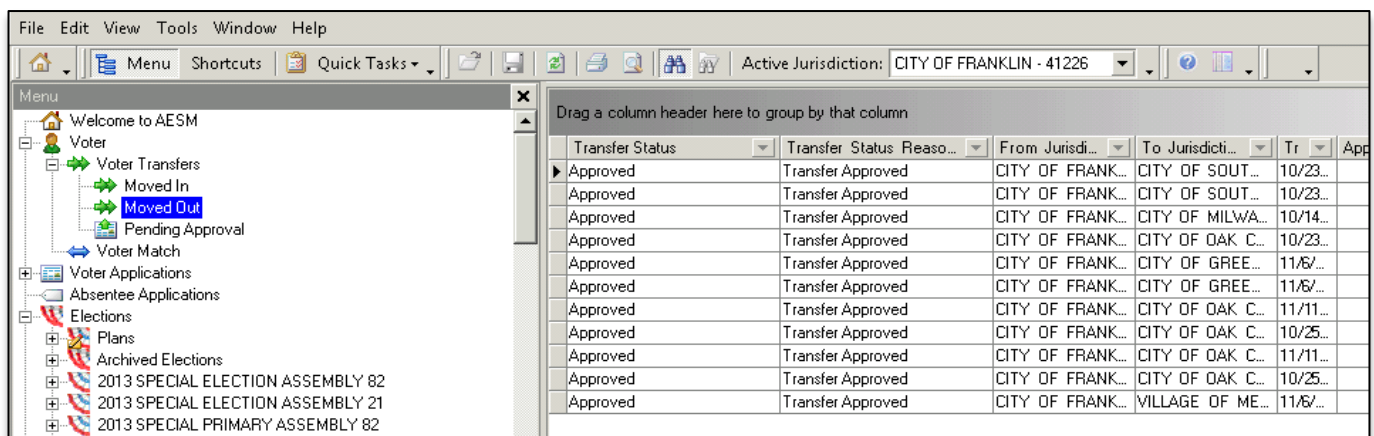
Who is No Longer Active in Your Municipality?

- The SVRS list of registered voters will continually change as voters move in and move out of your municipality.
- After a voter moves out of your jurisdiction and registers elsewhere, you should pull the GAB-131 and place it in the destruction file. Mark the date of destruction (in four years) on the top of the GAB-131.
- Note: If you do not use SVRS to track absentee ballots, you have to cancel any absentee applications and/or any absentee ballots that exist for these voters. If you do use SVRS, the absentee application will automatically be cancelled if the voter is cancelled, moves out, or is merged out of your jurisdiction.

Using the Voter Transfers Node

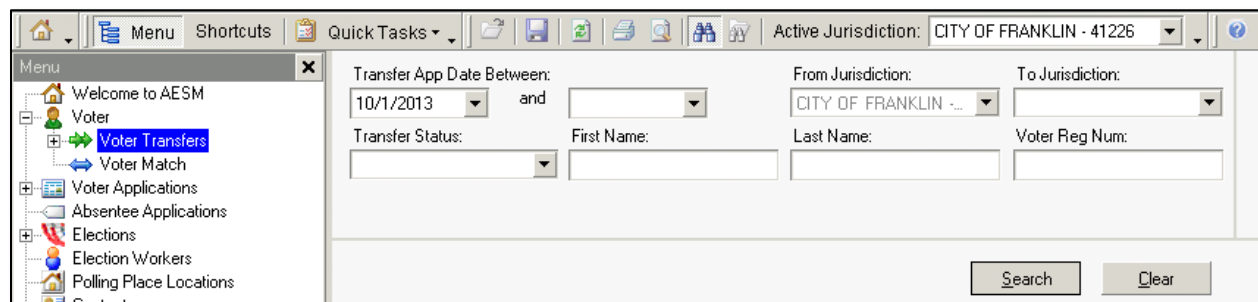
The Voter Transfers node shows voters that have moved to a new municipality and submitted a new registration application and who were matched & linked during that initial processing of the application.

- The Moved Out node will display voters who have transferred out in the past 30 days.



Transfer Status	Transfer Status Reason	From Jurisdiction	To Jurisdiction	Transfer Date	Application Date
Approved	Transfer Approved	CITY OF FRANK...	CITY OF SOUT...	10/23...	
Approved	Transfer Approved	CITY OF FRANK...	CITY OF SOUT...	10/23...	
Approved	Transfer Approved	CITY OF FRANK...	CITY OF MILWA...	10/14...	
Approved	Transfer Approved	CITY OF FRANK...	CITY OF OAK C...	10/23...	
Approved	Transfer Approved	CITY OF FRANK...	CITY OF GREE...	11/6/...	
Approved	Transfer Approved	CITY OF FRANK...	CITY OF GREE...	11/6/...	
Approved	Transfer Approved	CITY OF FRANK...	CITY OF OAK C...	11/11...	
Approved	Transfer Approved	CITY OF FRANK...	CITY OF OAK C...	10/25...	
Approved	Transfer Approved	CITY OF FRANK...	CITY OF OAK C...	11/11...	
Approved	Transfer Approved	CITY OF FRANK...	CITY OF OAK C...	10/25...	
Approved	Transfer Approved	CITY OF FRANK...	VILLAGE OF ME...	11/6/...	

- Or you can use the Voter Transfers screen and search from a certain date. This sample search will show all voters who were moved out of City of Franklin since 10/1/2013 through the match & link process.



Transfer App Date Between: 10/1/2013 and []

From Jurisdiction: CITY OF FRANKLIN - 41226 To Jurisdiction: []

Transfer Status: [] First Name: [] Last Name: [] Voter Reg Num: []

Search Clear

Using the Merged Voter Information Report

This report can be generated from both the municipality and county jurisdictional levels in SVRS. If filtered accordingly, it will display any voter records that have been removed from your municipality through the merge process.

CITY OF MUNICIPALITY								
Merged Voter Information								
(1=1 AND (RPTView_WI_MergedVoter_Information.DateMerged > '11/6/2012'))								
To Jurisdiction	Merged Date	Old Status	Lastname, FirstName		DateOfBirth	Drivers License	Old Address	New Address
CITY OF MILWAUKEE - MAIN -	12/13/2012	Active	VoterRegNum		8/6/1900	P222-2222-2222-06	10165 W TIMOTHY ST	4444 N DODGE AVE
From Jurisdiction	Status Reason	PERSON, BOB		SSA	MUNICIPALITY		WI - 53001	
CITY OF MUNICIPALITY - 00001	Registered	8887776661			MLWAUKEE		WI - 53001	

Finding your Cancelled voters

The below example screens demonstrate how to find City of Madison voters who have been cancelled during the time period 10/1/2013 to 10/22/2013.

- 1) Select Status of Cancelled on the General Tab.

The screenshot shows the AESM application interface. The 'General' tab is selected. The 'Status' dropdown menu is set to 'Cancelled'. The search criteria are set to 'CITY OF MADISON - 1325'. The search button is visible.

- 2) Select a time period (recommended to review this each month)

The screenshot shows the AESM application interface. The 'Other' tab is selected. The 'Last Changed Between' date range is set to '10/1/2013' and '10/22/2013'. The search criteria are set to 'CITY OF MADISON - 1325'. The search button is visible.

This search will return all cancelled voters during a time period. The three most common cancellation statuses are:

- Cancelled – Deceased
- Cancelled – Voter Request
- Cancelled – Confirmed Registered Out of State
 - The G.A.B. periodically receives notifications from other states that former WI voters have registered in their state.
 - Upon reviewing and confirming that the voter information is the same, the G.A.B. cancels the voter record within SVRS.
 - If the voter identity cannot be confirmed or if the information raises any questions, the G.A.B. will contact the municipal clerk to discuss the particular voter record.